



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"



Tim Gallagher, Director

October 14, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF SUPPLEMENTAL SALARY REQUEST
(FIFTH DISTRICT, 3-VOTE MATTER)**

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize payment of \$1,000 per month, by the California Arboretum Foundation, to Tim Phillips, Superintendent, Arboretum, to supplement his County salary effective upon approval by your Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The California Arboretum Foundation (Foundation) has requested that the Board of Supervisors approve payment of \$1,000 per month by the Foundation to supplement Mr. Phillips's County salary as compensation for his efforts as Acting Executive Officer, Arboretum, of the Los Angeles County Arboretum & Botanic Garden (Arboretum). Mr. Phillips has been in the acting capacity since July 1, 2003, when the incumbent vacated the position. The supplemental salary shall not be paid longer than 12 months or should Mr. Phillips have a change in assignment or status, whichever occurs first.

Mr. Phillips's responsibilities include managing the overall operations of the Arboretum, with a budget of \$1.8 million and a staff in excess of 20 personnel as well as representing the County as the liaison to the Foundation. Additionally, Mr. Phillips is responsible to provide oversight and direction in developing programs and fund raising activities benefiting the Arboretum, in concert with the Foundation and other organizations. Mr. Phillips also represents the Arboretum before community groups, institutional and professional organizations, and individuals to discuss matters related to the mission and operation of the Arboretum.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The implementation of this action is consistent with the County Strategic Plan Work Force Excellence and Service Excellence Goals, by investing in management personnel at the qualified level and offering a wide range of services to the public that are both beneficial and responsive.

FISCAL IMPACT/FINANCING

This action has no impact on the General Fund.

California Arboretum Foundation will supplement Mr. Phillips's regular County salary in the amount of \$1,000 per month, as long as Mr. Phillips continues in his current assignment as Acting Executive Officer, Arboretum.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Section 5.44.030 of the County Code allows, upon approval from your Board, employees of the County to receive supplementary salary compensation from any association, nonprofit corporation or organization for services rendered to the County or to said association. Consistent with County Code, a statement will be filed with the Auditor-Controller by the 30th of September of each year disclosing the names of all employees receiving supplementary salaries and their respective amount of compensation.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This action has no impact on current services.

CONCLUSION

Please instruct the Executive Office-Clerk of the Board to forward three conformed copies of this letter to the Department of Parks and Recreation for filing and transmittal to the California Arboretum Foundation.

Respectfully submitted,



Tim Gallagher
Director, Parks and Recreation

c: Chief Administrative Office
County Counsel